



# Refugee Development Center Summer 2024 Internship Application

The mission of the Refugee Development Center is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support. Learn more at [www.refugeedevelopmentcenter.org](http://www.refugeedevelopmentcenter.org).

Duration: August 26th- December 13, 2024

## English Teaching (ESOL) Internship

ESOL Interns will work as a teacher's assistant in adult ESOL/Digital Literacy Learning (DLL) classes. Interns must be able to commit to at least two classes/week during the morning, afternoon, OR evening class times. Additional hours for planning and data support will be on Fridays or as the intern's schedule permits. Interns will be expected to tutor clients and lead small group conversations, assist in creating lesson plans, materials and activities, assist in leading and managing volunteers, and maintain program data and general administrative assistance. Interns may be placed in ESOL or DLL programs upon interviewing. Applicants who prefer to work in a particular program should specify in their application. This program takes place at RDC's Newcomer Center in south Lansing.

Schedule Options	Weekly Hours
<b>Monday/Wednesday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR 4:30-7:30pm</b> Participate in direct service Monday and Wednesday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8-13 hours <i>(option to add more hours to fulfill requirements are available)</i>
<b>Tuesday/Thursday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR 4:30-7:30pm</b> Participate in direct service Tuesday and Thursday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8-13 hours <i>(option to add more hours to fulfill requirements are available)</i>

This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application.

### Responsibilities:

- ❖ Assist client needs, track trends, and produce growth reports
- ❖ Assist during lessons and preparing curriculum and materials for class
- ❖ Independently lead small groups of students in activities
- ❖ Assist in program management administrative duties
- ❖ Assist with all RDC programs as assigned

### Qualifications:

- ❖ English language fluency
- ❖ Ability to work with adults from a diverse background
- ❖ Demonstrated cross-cultural sensitivity
- ❖ Experience or interest in teaching English language learners
- ❖ Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- ❖ Reliable form of transportation

Email resume and cover letter to Savanna Hamed at [volunteer@rdclansing.org](mailto:volunteer@rdclansing.org). Applications will be accepted until July 26th, 2024. Internship positions will be filled on a rolling basis. Incomplete applications will not be accepted.